*Carer/parent name*

*Address 1*

*Address 2*

*Address 3*

 *Date*

Dear [carer/parent name],

We hope that [child name] is enjoying taking part in the Letterbox Club.

We would love to hear what you and [child name] thought about the third and fourth parcels. Please complete the short surveys we have included with this letter. The surveys should only take 5-10 minutes to fill in. Your answers will help us to improve the Letterbox Club and make sure it is beneficial for children. There are no right or wrong answers so please answer the questions as honestly and accurately as you can.

You don’t have to take part but we hope you do as your answers are important to us. Please fill in the surveys and send them back to us. We will not pass on your individual answers to anyone else and we won’t include your names in any reports we produce.

If you have any questions, or you move address, please get in touch with [ contact name/ your LACE coordinator].

Thank you!

[Local authority virtual school/school name]